

**ENGINEERING AND RELATED SERVICES
OCTOBER 03, 2013**

**CONTRACT NO. 4400004273
STATE PROJECT NO. H.010679
SHSP LOCAL ROAD SAFETY PROGRAM
IMPLEMENTATION ENGINEER
STATEWIDE**

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on DOTD Form 24-102 (24-102), "Professional Engineering and Related Services", revised November 2011, from Consulting Firms (Consultant) to provide engineering and related services. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met at the time of submittal. One Prime-Consultant** will be selected for this Contract.

Project Manager – Mr. James Chapman

All inquiries concerning this advertisement should be sent in writing to Alan.Dale@LA.gov.

PROJECT DESCRIPTION

The selected Consultant will provide engineering and related services on project implementation and construction management for all Local Road Safety projects, and coordinate and manage all phases of infrastructure project development including project design and construction Statewide. The Consultant will work with the Project Manager or the Local Road Safety Program Director to establish goals, objectives, policies, procedures and timelines to achieve the overall purpose of the Local Road Safety Program through implementation of low-cost safety improvement projects on the local road system, and assist local agencies in preparing Local Road Safety Program applications.

SCOPE OF SERVICES

The selected Consultant will review and evaluate the safety improvement project applications for completeness and technical merit. This Consultant will participate in engineering evaluation for efficacy of projects and prioritization of projects for selection. This Consultant will participate on LRSP project selection team. This Consultant will participate in project justification documentation. This Consultant will coordinate with DOTD Contracts and Purchasing Section to complete steps to implement program projects. This Consultant will provide engineering and technical assistance on project implementation and construction management for all LRSP projects.

Specific tasks shall include:

I. Participate as a member of the Local Road Safety Program Technical Team for LRSP project review, selection and implementation. Related tasks will include but are not limited to:

1. Work with the Project Manager or LRSP Director to establish goals, objectives, policies, procedures and timelines to achieve the overall purpose of the Local Road Safety Program through implementation of low-cost safety improvement projects on the local road system.
2. Assist local agencies in preparing Local Road Safety Program applications.
3. Review applications for completeness and technical merit.
4. Determine eligibility of specific projects within the guidelines of the program.
5. Score proposed projects for impact on reducing crashes for prioritization for selection.
6. Review proposals for cost of engineering and materials and construction for accuracy.
7. Make recommendations and or suggest alternative counter measures.
8. Make site visits if necessary.
9. Help local agencies revise or make improvements to applications.
10. Participate in LRSP project selection team meetings.
11. Provide engineering and technical assistance on project implementation and construction management for all LRSP projects.
12. Assist in annual review of LRSP application process and development of updates for each successive year.
13. Assist in documentation of project selection and justification.

II. Manage tasks and activities associated with the implementation of selected projects. Tasks include but are not limited to:

1. Coordinate and manage all phases of infrastructure project development including project design and construction and engineering services for the LRSP projects in accordance with the DOTD requirements for the delivery of LPA projects using federal aid funds.
2. Develop Entity-State agreements, Supplemental Agreements, and Task Orders for approved LRSP projects in accordance with the DOTD requirements.
3. Serve as LRSP Program Manager to the LPA Responsible Charge Designee, Selected Consultants and Contractors during the duration of each LRSP LPA project.
4. Review Entity invoices, disbursement requests, and other payment documents for accuracy and completeness, and submit to DOTD Highway Safety Section for processing. Track expenditures against approved project budget, and make requests for additional funding as appropriate.
5. Represent Louisiana LRSP Program as needed on various engineering issues relating to the LRSP projects including interpretations of the Manual of Uniform Traffic Control Devices, other engineering related topics, and project design and construction.

6. Resolve Consultant and/or Entity's questions and disputes during project development and construction and coordinate with appropriate DOTD program office or District office as necessary.
7. Review and evaluate project applications including cost estimates for accuracy and relevance to program goals.
8. Participate on LRSP project team meetings.
9. Provide individual training and technical assistance to applicants in developing project scopes and cost estimates as needed.
10. Coordinate with responsible charge of LPA projects to help ensure timely completion of project activities.

QUALITY CONTROL/QUALITY ASSURANCE

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program; in order to provide a mechanism by which all contracted services can be subject to a systematic and consistent review. Consultants must ensure quality and adhere to established design policies, procedures, standards, and guidelines in the preparation and review of all design products. The DOTD shall provide limited input and technical assistance to the Consultant.

SERVICES TO BE PERFORMED BY DOTD

In addition to any services previously indicated to be performed by the DOTD, the following services and data shall also be provided, if available.

- Crash counts and crash location data

CONTRACT TIME

The Consultant shall proceed with the services specified herein after the execution of this Contract and upon written Notice-to-Proceed (NTP) from the DOTD and shall be completed within **three years**. The delivery schedule for all project deliverables shall be established by the Project Manager.

COMPENSATION

Compensation for the required services rendered in connection with this Contract will be non-negotiated work-hours using DOTD established billable rate of **\$85 per hour** (for a maximum of **1560 hours per year**, and a maximum of **\$10,000 per year for travel**), for the actual time spent on the project, with a maximum limitation of **\$427,800**.

All travel related expenses will be compensated under direct expenses, and will be in accordance with Louisiana Office of State Travel regulations found at: <http://www.doa.louisiana.gov/osp/travel/travelpolicy.htm> Vehicle rental rates will require prior approval from the DOTD Project Manager.

REFERENCES

All services and documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

1. AASHTO Standards, ASTM Standards or DOTD Test Procedures
2. DOTD Location and Survey Manual
3. DOTD Roadway Design Procedures and Details
4. DOTD Design Guidelines
5. DOTD Hydraulics Manual
6. DOTD Standard Specifications for Roads and Bridges
7. Manual of Uniform Traffic Control Devices
8. DOTD Traffic Signal Design Manual
9. National Environmental Policy Act (NEPA)
10. National Electric Safety Code (NESC)
11. National Electric Code (NFPA 70)
12. DOTD Environmental Impact Procedures (Vols. I-III)
13. A Policy on Geometric Design of Highways and Streets (AASHTO)
14. DOTD Construction Contract Administration Manual
15. DOTD Materials Sampling Manual
16. DOTD Bridge Design Manual
17. Consultant Contract Services Manual
18. Geotechnical Engineering Services Document
19. Bridge Inspectors Reference Manual/90
20. DOTD Stage 1 Planning/Environmental Manual of Standard Practice
21. Code of Federal Regulations 29 CFR 1926 (OSHA)

Follow link below for the individual reference links:

<http://webmail.dotd.louisiana.gov/ContWEB.nsf/b88769326453bef886256fe00047183a/18fc2860512aba5886257a62006133b8?OpenDocument>

MINIMUM PERSONNEL REQUIREMENTS

The following requirements must be met by the Prime-Consultant at the time of submittal:

1. Must be a Professional Civil Engineer registered in the State of Louisiana with at least 10 years of experience. Specific experience in the following areas is also required:
 - a. Five years of experience in construction engineering.
 - b. Five years of experience in project management for transportation related projects.

- c. Two years of experience in local transportation project management which utilizes federal funds.
- d. Five years of experience in the interpretation of the Manual of Uniform Traffic Control Devices (MUTCD).

Training Certifications/Certifications of Compliance must be submitted with and made part of the Consultants DOTD Form 24-102 for all Personnel Requirements listed herein.

EVALUATION CRITERIA

The general criteria to be used by DOTD (when applicable) in evaluating responses for the selection of a Consultant to perform these services are:

1. Consultant's firm experience on similar projects, weighting factor of 3; *
2. Consultant's personnel experience on similar projects, weighting factor of 4;
3. Consultant's firm size as related to the estimated project cost, weighting factor of 3; *
4. Consultant's past performance on similar DOTD projects, weighting factor of 6; **
5. Consultant's current work load with DOTD, weighting factor of 5;
6. Location where the work will be performed, weighting factor of 4***

* All respondents will receive a 4 in this category

** The **other** performance rating will be used for this project.

*** Location will be based from Baton Rouge, Louisiana

Complexity Level: Simple

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. The rating will then be multiplied by the corresponding weighting factor. The firm's rating in each category will then be added to arrive at the Consultant's final rating.

If Sub-Consultants are used the Prime Consultant must perform a minimum of 51% of the work for the overall project. Each member of the Consultant/Team will be evaluated on their part of the contract, proportional to the amount of their work. The individual team member ratings will then be added to arrive at the Consultant/Team rating.

Communication Protocol

DOTD's Project Evaluation Team will be responsible for performing the above described evaluation, and will present a short-list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection. **Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Alan Dale – Ex officio
2. James Chapman – Project Manager
3. Brian Parsons
4. Simone Ardoin
5. Terri Monaghan
6. Christine Gowland

Rules of Contact (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the contract execution of the selected firm. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal (24-102):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
- B. Neither the Consultant, nor any other party on behalf of the Consultant, shall contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one meetings;
- C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;
- D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;
- E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

By submission of a response to this RFQ, the Consultant agrees to the communication protocol herein.

CONTRACT REQUIREMENTS

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

INSURANCE - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$1,000,000. The Prime-Consultant may require the Sub-Consultant(s) to carry professional liability insurance. This insurance will be written on a “claims-made” basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

AUDIT - The selected Consultant/Team will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant/Team will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant/Team will maintain an approved Project Cost System, and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant/Team will maintain accounting records for a minimum of five years after final contract payment.

Any Consultant currently under contract with the DOTD and who failed to meet all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website (www.dotd.louisiana.gov), will not be considered for this project.

SUBMITTAL REQUIREMENTS

One original (**stamped “original”**) and **five** copies of the DOTD Form 24-102 must be submitted to DOTD. All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team failing to submit any of the information required on the 24-102, or providing inaccurate information on the 24-102, will be considered non-responsive.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract, must also submit a 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant’s 24-102 must be firmly bound to the Consultant’s 24-102. In Section 8, the Consultant’s 24-102 must describe the **work elements** to be performed by the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

Name(s) of the Consultant/Team listed on the 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The DOTD Form 24-102 will be identified with **Contract No. 4400004273, (State Project No. H.010679)** and will be submitted **prior to 3:00 p.m. CST on Friday, October 18, 2013**, by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Mr. Alan Dale, P.E.
Consultant Contracts Services Administrator
1201 Capitol Access Road, **Room 405-T**
Baton Rouge, LA 70802-4438 or
Telephone: (225) 379-1401

REVISIONS TO THE RFQ

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted, and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD, and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.